

**MONTGOMERY COUNTY SUBDIVISION ORDINANCE  
BOUNDARY LINE RELOCATION / VACATION CHECKLIST**

Plat Name: \_\_\_\_\_

Plat Date: \_\_\_\_\_

Job No.: \_\_\_\_\_

Subdivider Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Subdivider #2 Name: \_\_\_\_\_

(If applicable) Contact Information: \_\_\_\_\_

Surveyor/ Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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**General:**

- \_\_\_ Prepared by Virginia certified professional engineer or land surveyor
- \_\_\_ Location of existing and proposed monuments shown
- \_\_\_ Location of existing structures and drain fields and reserve areas shown
- \_\_\_ Location of any grave, object or structure marking a place of burial shown

**Plat Features:**

- \_\_\_ Note and title bar identify as "Boundary Line Relocation" or "Boundary Line Vacation"
- \_\_\_ Note identifying name and address of legal owners. If owner is a corporation, then provide name and address of chief office of the corporation
- \_\_\_ Note identifying tax parcel map numbers and parcel ID numbers
- \_\_\_ Note identifying zoning district
- \_\_\_ Reference Special Use Permit, Proffered Conditions or Variance (if applicable)
- \_\_\_ Reference Agricultural and Forestal District Information (if applicable)-Section 8-173(19) and 8-174(11)
- \_\_\_ Reference Conservation Easement Information (if applicable) –Section 8-173(20) and 8-174(13)
- \_\_\_ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21) and 8-174(13)
- \_\_\_ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22) and 8-174(13)
- \_\_\_ North arrow with source of meridian shown
- \_\_\_ Date of drawing and graphic scale shown
- \_\_\_ Vicinity map shown
- \_\_\_ Note referencing Board of Supervisors resolution date (if ROW or easements to be vacated by this plat)

**Lot design and arrangement:**

- \_\_\_ Location and dimensions of new lot lines shown
- \_\_\_ Location of vacated lot lines shown
- \_\_\_ Acreage of old and new lots shown
- \_\_\_ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly

- ☐ Meet minimum lot size for zoning district
- ☐ Meet minimum lot frontage on a public street for zoning district
- ☐ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ☐ Meet minimum setbacks for any existing structures
- ☐ Verify total number of lots not increased

**Streets:**

- ☐ Street names, route numbers and right-of-way width shown

**Public Utility and Drainage Easements:**

- ☐ Location of all existing, new or vacated public utility easements shown
- ☐ Location of all existing, new or vacated drainage easements shown

**Plat Statements:**

- ☐ Owner's Statement to be signed by all owners
- ☐ Include dedication to Montgomery County (if new public right-of-way or easements)
- ☐ Notary's Statement for signatures of both owner's
- ☐ Conforming statement signed by surveyor/engineer
- ☐ Source of Title signed by surveyor/engineer
- ☐ Seal of surveyor signed by surveyor/engineer
- ☐ Approving Statement to be signed by Subdivision Agent

**Plat Review Fee Paid \$** \_\_\_\_\_ **Date** \_\_\_\_\_

**For additional information contact:**

**Montgomery Co. Planning & GIS Services**  
**755 Roanoke Street, Suite 2A**  
**Christiansburg, VA 24073**  
**Phone: 540-394-2148 Fax: 540-381-8897**  
**Email: [hopkinsbg@montgomerycountyva.gov](mailto:hopkinsbg@montgomerycountyva.gov)**  
**[www.montva.com](http://www.montva.com)**

*This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at [www.municode.com](http://www.municode.com).*

2-Oct-14